DEPARTMENT OF GENERAL SERVICES
BARGAINING UNIT 15
POST AND BID
REASSIGNMENT/TRANSFER REQUEST FORM

CURRENT CLASSIFICATION:		POSITION NUMBER: 308- -2011-
EMPLOYEE NAME: (PLEASE PRINT)	FIRST M.I. LAST	OFFICE/BRANCH NAME
PRESENT WORK LOCATION (ADDRESS/CITY/ZIP CODE)		WORK TELEPHONE NUMBER ( ) -

PRESENT WORK WEEK START AND END DAYS ARE:	START TO	END	PRESENT SHIFT HOURS BEGIN AND END:	SHIFT BEGINS TO	SHIFT ENDS
CURRENT SUPERVISOR IS:				SUPERVISOR'S TELEPHONE NUMBER ( ) -	

Pursuant to the provisions of the July 02, 2013 through July 01, 2016 SEIU/LOCAL 1000 UNIT 15 MOU, I hereby request that I be considered for the vacant position as referenced below.

RPA Number: 11431 FMD	Post & Bid File By Date on JOB: 5/17/16	City Location of Position Sacramento	Position Number: 308-033-2011-931
Working Days of Position Monday through Friday	Working Hours of Position: 8:00am – 4:30pm	Classification: CUSTODIAN	

I certify that I am currently a **full-time permanent** employee having successfully passed my probationary period in the classification above with the Department of General Services.

I understand that the bidder with the most continuous permanent full-time statewide seniority in the class (regardless of department) will be offered the position. If I am the most senior bidder and am offered the position, I have a maximum of three (3) work days to accept or reject the job offer unless a longer period is agreed to by the hiring supervisor.

EMPLOYEE SIGNATURE	DATE

This bid form must be submitted to Mario Hernandez, Jr. at Facilities Management Division, Region II - 744 P Street, Suite 9-0122, Sacramento, CA 95814 and received by 5/17/16 which is the Post & Bid File By date.

Hiring Office: Please forward all bid forms to Sondra Marchand **after** the Post & Bid File By date for seniority calculations.

FOR PERSONNEL USE ONLY					
TENURE/TIME BASE		APPOINTMENT DATE		SENIORITY (MONTHS)	
SSN		SENIORITY VERIFIED BY:		DATE VERIFIED:	